Introduction

Leading the Development
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of the Acquisition Workforce

Standard Labor Data Collection and Distribution Application

(SLDCADA)

Presented by:

Naval Acquisition Career Center
Mechanicsburg, PA

Introduction cont..

SLDCADA interfaces with major payroll/financial systems, such as…

- Defense Civilian Pay System (DCPS)
- Standard Accounting and Reporting System-Field Level (STARS-FL)
- Standard Accounting and Reporting System-Headquarters (STARS-HQ)
- Standard Accounting Budgeting Reporting System (SABRS).

UPDATE MAY 2018

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- SLDCADA has been upgraded! V23.10.
- **With this newest version of SLDCADA, sites can process all user access requests directly through SLDCADA**
- Streamlining the steps needed to grant or change user access and perform user verification.

Approval Process

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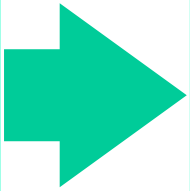
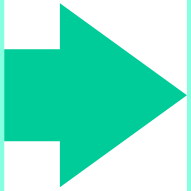
Generate SLDCADA Certifier Account

Employee/ Certifier Access Request



Command SLDCADA POC Review/Approval



NACC SLDCADA Administrator Review/Approval

Generate SLDCADA Certifier Account

- ***Generate SLDCADA Certifier:***
  - ****Limited Applicability****
    - New Certifiers
    - Disabled SLDCADA Accounts
      (*Blocks at 30 days, Disables at 45, after 45 days the Access Authorization Needs resubmitted)
    - Name Changes
    - New/Reissued CAC (if applicable)

Generate SLDCADA USER: Training (COL)

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https://dfas4dod.dfas.mil/training/

DFAS Training

Certifying Officer Legislation (COL) Training

COL Training Overview

Deputy Disbursing Officer (DDO) Examination

Deputy Disbursing Officer (DDO) Examination
DFAS recommends using Google Chrome or Microsoft Edge to view this course.

Relief of Liability/Loss of Funds

Relief of Liability/Loss of Funds

Information Assurance Officer (IAO) Training

Information Assurance Officer (IAO) Training

Defense Cash Accountability System (DCAS)

DCAS Training

DFAS Functional and Systems Training Catalog (FASTRAC)

FASTRAC Overview

WWW.DFAS.MIL/ | PRIVACY | ACCESSIBILITY | ASK DFAS | ADOBE READER

Webmaster

Last updated: Monday April 30 2018

Generate SLDCADA USER: DD 577 Form

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http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees/Payroll.aspx

Payroll

Below is a list of items that you need for payroll purposes:

- Direct Deposit Form (SF 1199A)
- Employee's Withholding Allowance Certificate (W-4)
- Employment Verification Information
- Leave and Earnings Statement Review
- Leave Recipient
- Overtime/Compensatory Time Request & Authorization (NAVCOMPT 2282)
- Outside Agency Leave Donor
- Payroll Guide
- Reimbursable Overtime and Awards Information Sheet
- Request for Contractual Procurement (NAVCOMPT FORM 2275)
- Request for Leave or Approved Absence (OPM 71)
- DD 577 Form (Jul2014)
- Within Agency Leave Donor

NACC does not handle benefits. For information regarding benefits visit the Office of Personnel Management website. Current, up-to-date information and established business processes are available on the Civilian Benefits Center website.

Generate SLDCADA USER: Command POC

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Certifiers Send Certification[s] to Command SLDCADA POC:

- *Certifying Officer Legislation (COL)*
- *DD Form 577*

****If you don't know your POC it can be provided today, you can ask command, or contact NACC SLDCADA Administrator****

Generate SLDCADA user: POC notifies Administrator

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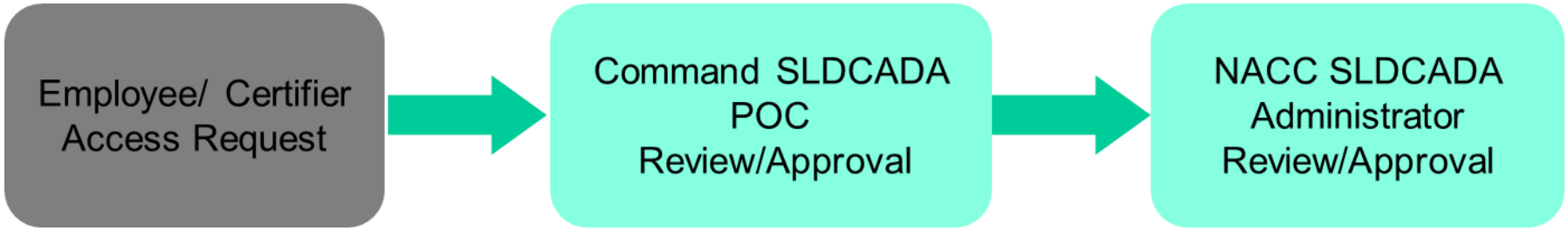
POCs send Updated Spreadsheet to SLDCADA Administrator

	A	B	D	E	F	G	H	I	J
1				FOUO-PS					
2				SLDCADA UPDATE SPREADSHEET					
3									
4	COMMAND:		DATE						
5									
6	Position: PC - Primary Certifier		Can only have one Primary Certifier						
7	AC - Alternate Certifier		Can have multiple Alternate Certifiers per group						
8									
9	CERTIFIER UPDATES								
10									
11	Location	Supervisory Assignment / or New - - -	Certifier Name Last, First, MI	Certifier SSN	Position PC / AC	Certifier PKI/CAC Certificate	Certifier E-Mail	Certifier Phone Number	Add / Delete/ Change Comments
12									
13									
14									
15									
16									
17									
18									
19									
20									

Access Request



Once an account is created a certifiers request is *nearly* the same as a new NADP employee.

After you submit your access request, your Command SLDCADA POC will be notified via email and will need to log into SLDCADA to approve.

After Command SLDCADA POC approval, the request will then be reviewed by a NACC SLDCADA Administrator.

You will receive an email notification once your access has been granted

Step 1: Access Request

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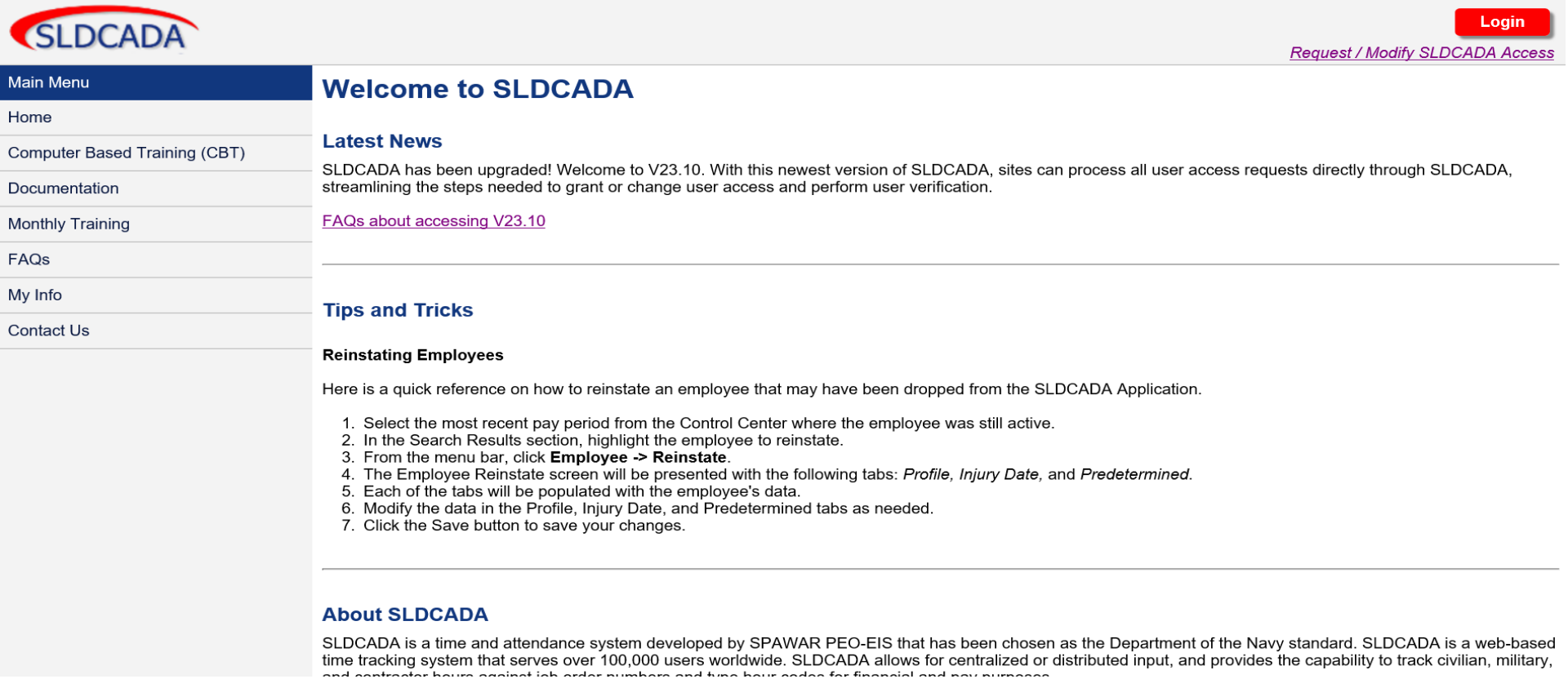
Log into:

https://www.sldcada.navy.mil/home



Step 2: Access Request

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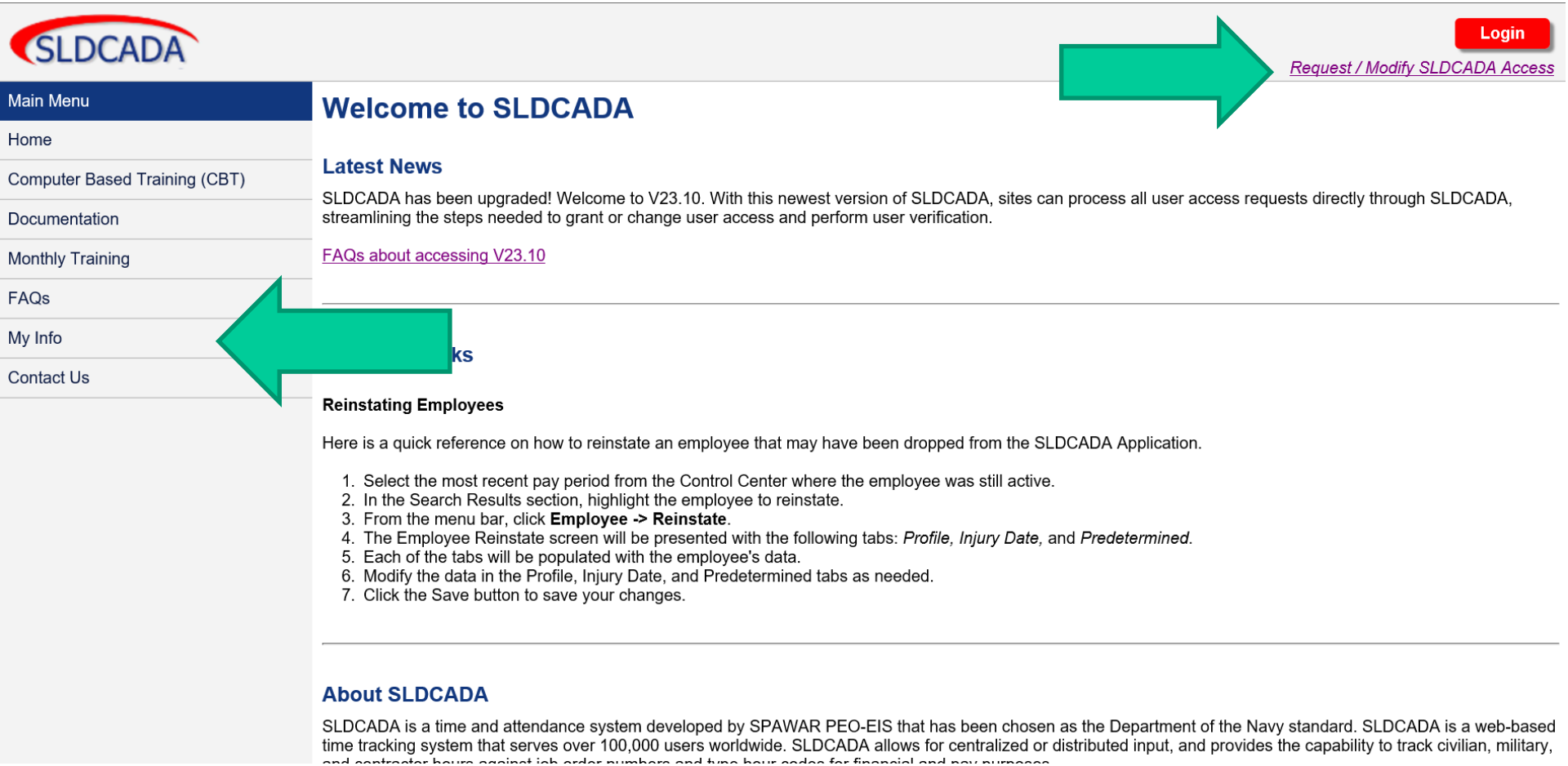
Go to: *My Info* or *Request SLDCADA Access*



Step 3: Access Request

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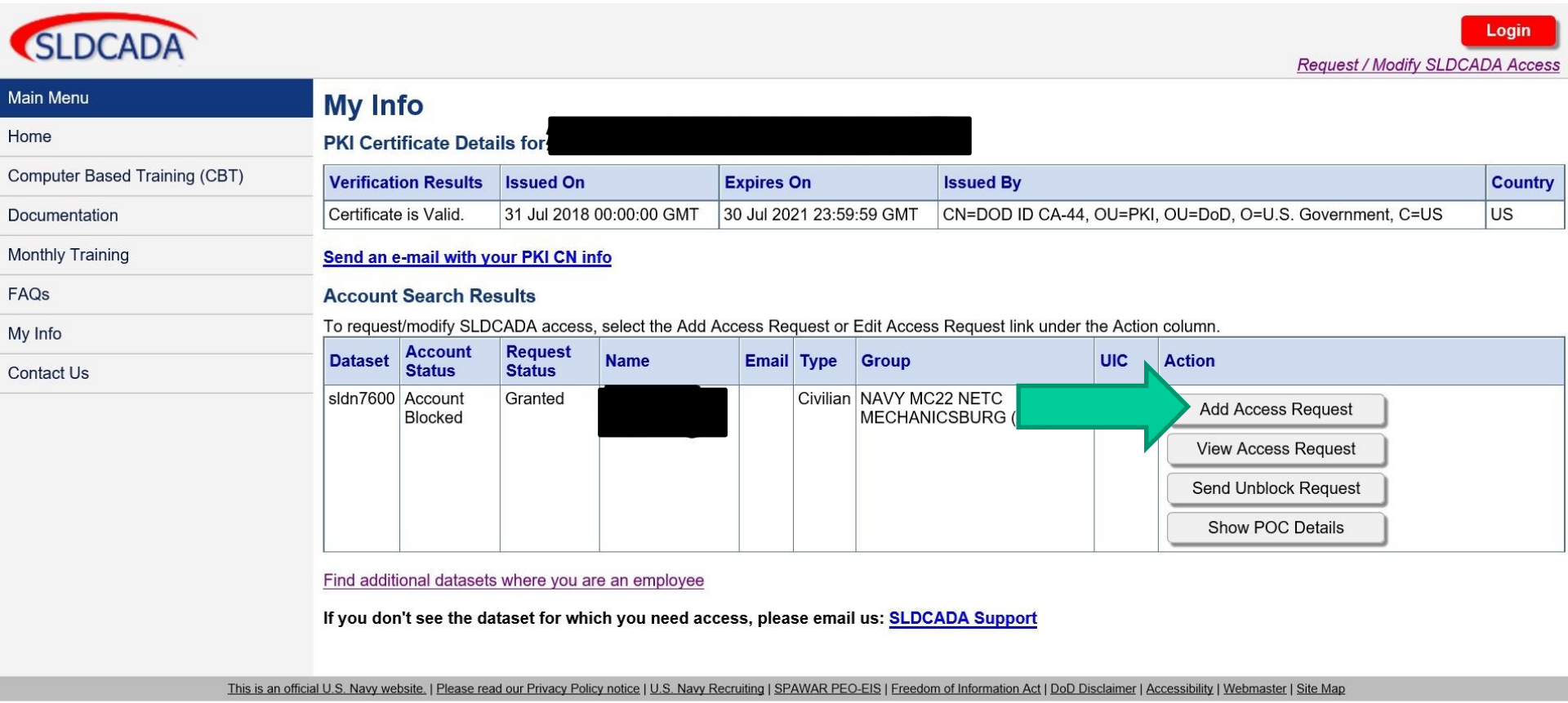
Click: Add Request

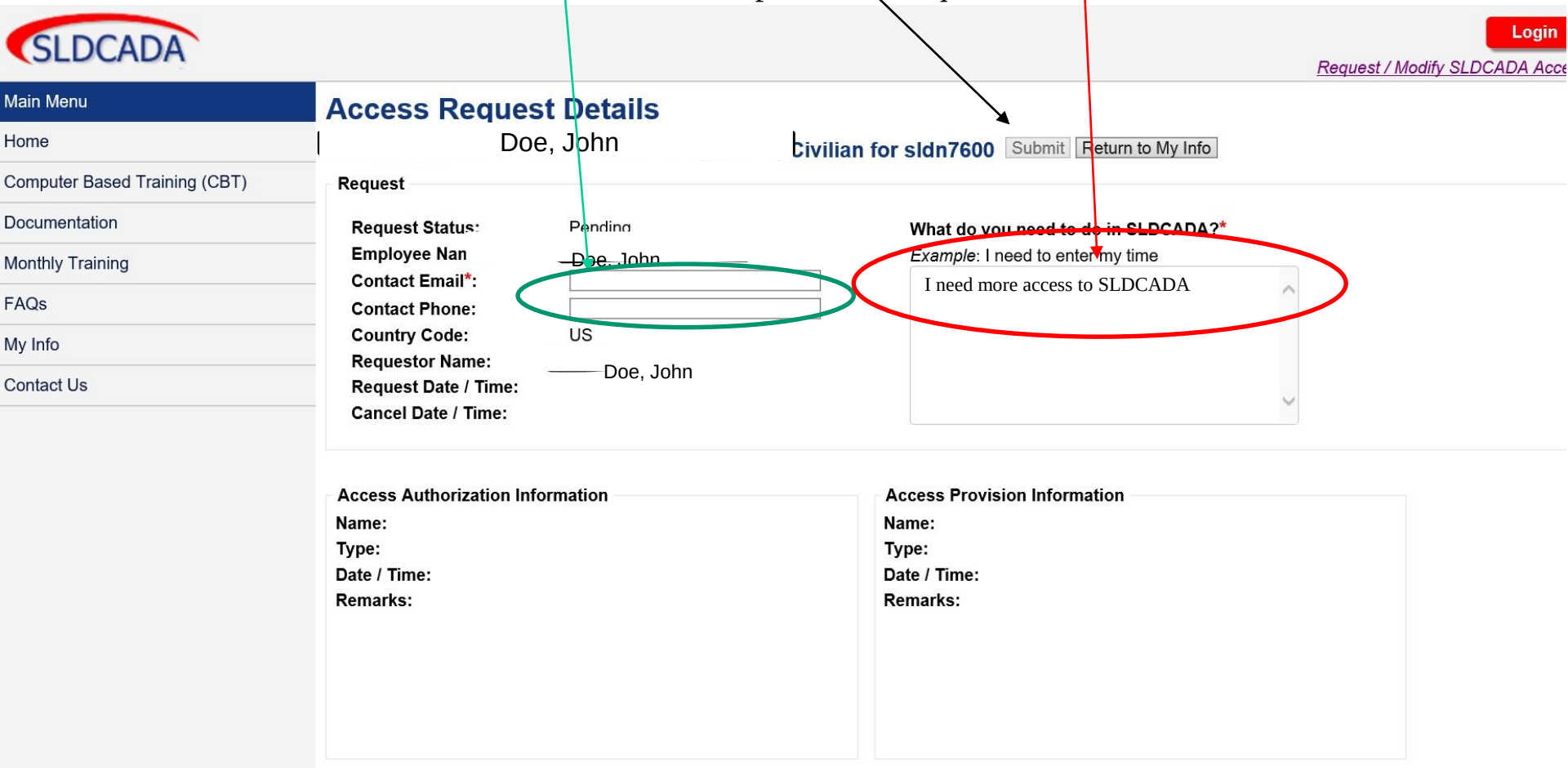


Step 4: Access Request

Add: Contact Information and Justification

Click Submit

Certifier is now complete with request.



Access Request

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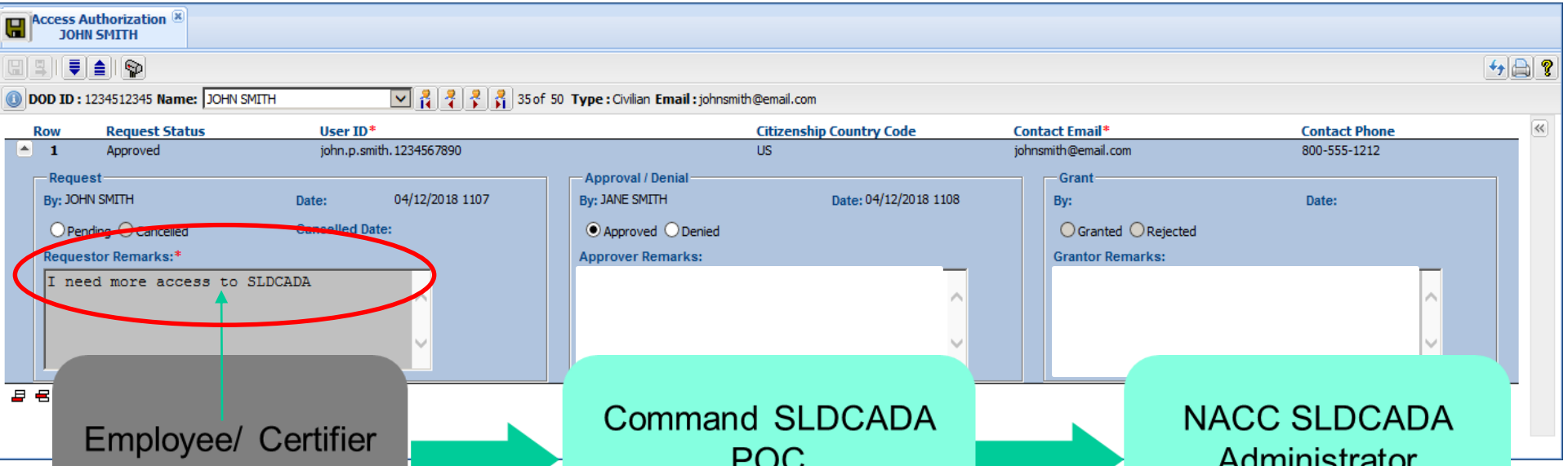


Employee/ Certifier Access Request

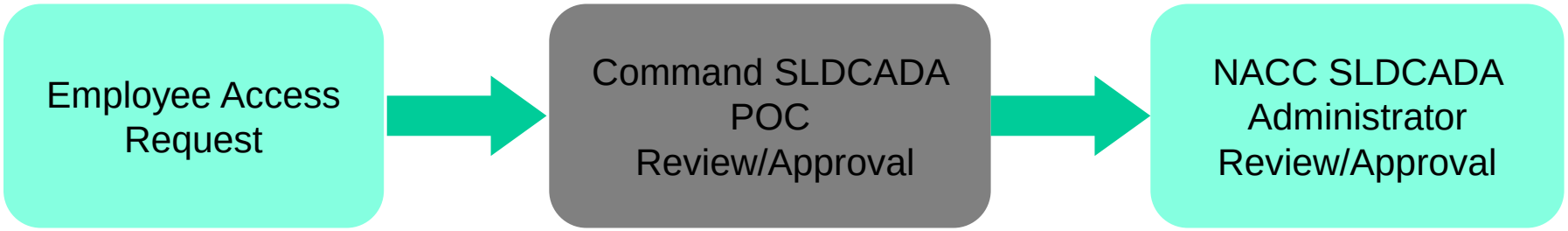
→

Command SLDCADA POC Review/Approval

→

NACC SLDCADA Administrator Review/Approval

POC Access Approval



Step 1: POC Approval

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SLDCADA

https://www.sldcada.navy.mil

Step 1

Login

Request / Modify SLDCADA Access

Main Menu
- Home
- Computer Based Training (CBT)
- Documentation
- Monthly Training
- FAQs
- My Info
- Contact Us

Welcome to SLDCADA

Latest News

SLDCADA has been upgraded! Welcome to V23.10. With this newest version of SLDCADA, sites can process all user access requests directly through SLDCADA, streamlining the steps needed to grant or change user access and perform user verification.

FAQs about accessing V23.10

Tips and Tricks

Reinstating Employees

Here is a quick reference on how to reinstate an employee that may have been dropped from the SLDCADA Application.

1. Select the most recent pay period from the Control Center where the employee was still active.
2. In the Search Results section, highlight the employee to reinstate.
3. From the menu bar, click **Employee -> Reinstate**.
4. The Employee Reinstate screen will be presented with the following tabs: *Profile, Injury Date,* and *Predetermined.*
5. Each of the tabs will be populated with the employee's data.
6. Modify the data in the Profile, Injury Date, and Predetermined tabs as needed.
7. Click the Save button to save your changes.

About SLDCADA

SLDCADA is a time and attendance system developed by SPAWAR PEO-EIS that has been chosen as the Department of the Navy standard. SLDCADA is a web-based time tracking system that serves over 100,000 users worldwide. SLDCADA allows for centralized or distributed input, and provides the capability to track civilian, military, and contractor hours against job order numbers and type hour codes for financial and pay purposes.

SLDCADA interfaces with major payroll/financial systems, such as Defense Civilian Pay System (DCPS), Standard Accounting and Reporting System-Field Level (STARS-FL), Standard Accounting and Reporting System-Headquarters (STARS-HQ), and Standard Accounting Budgeting Reporting System (SABRS).

Additional information on SLDCADA can be found under Documentation.

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Step 2&3: POC Process

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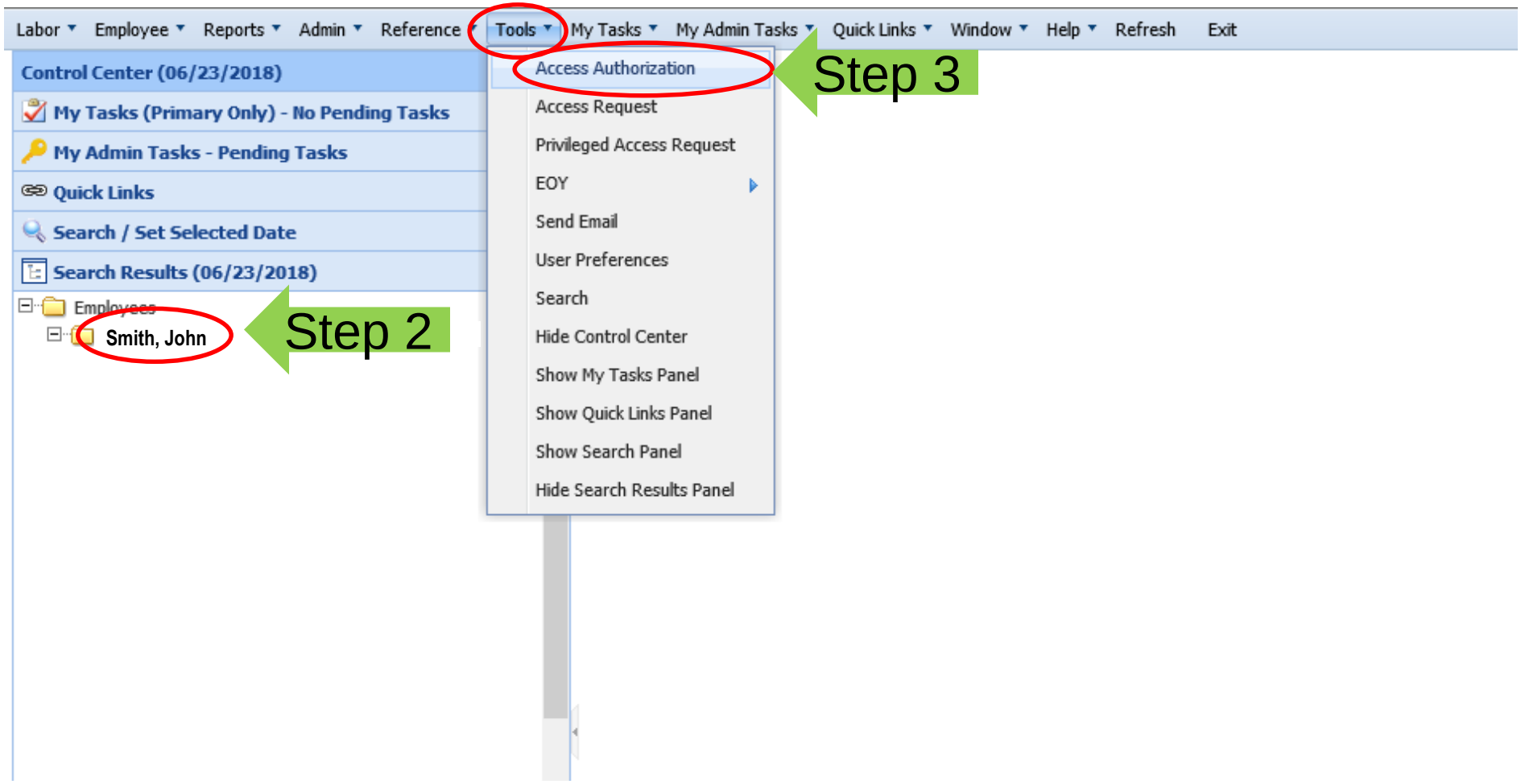

Step 4&5 POC Process

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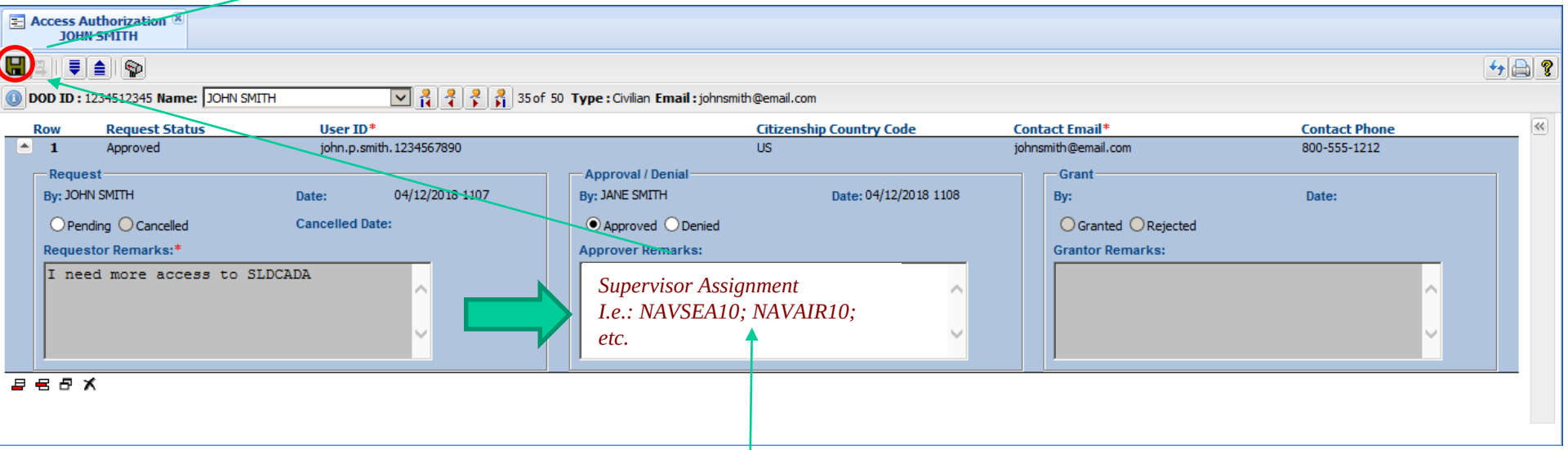
POC has completed request



Employee Access Request → Command SLDCADA POC Review/Approval → NACC SLDCADA Administrator Review/Approval

Administrator Review

SLDCADA POC Process

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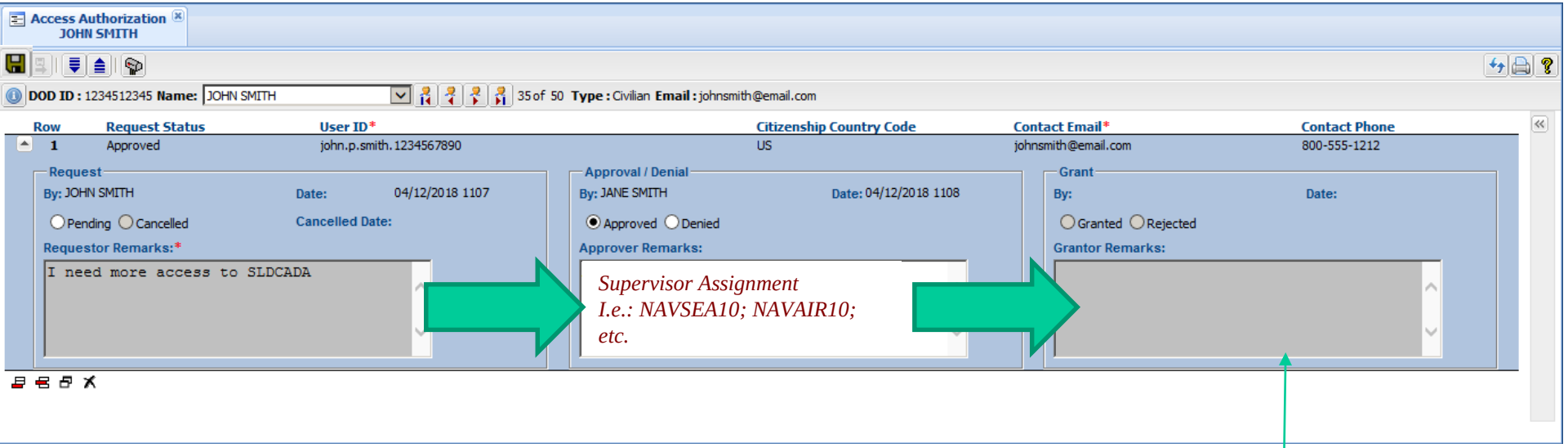

Employee Access Request → Command SLDCADA POC Review/Approval → NACC SLDCADA Administrator Review/Approval

Problem Resolution

- NADP employees experiencing problems with SLDCADA should first contact their supervisor/certifier.
- If their supervisor/certifier cannot resolve the issue then they should contact the command SLDCADA POC.
- If the command SLDCADA POC cannot resolve the issue, they will contact the NACC SLDCADA Administrator for assistance.

NACC Staff

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SLDCADA Administrators:

- Diana Grannison (*ASN, CIO, DACM, NAVSEA, IPO, MCORPS, MSC, NAVOCENO, NAVSUP, NCCA, ONR, OPNAV, OPTEVFOR, SPAWAR, SSP*)
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  diana.grannison@navy.mil

- Brian Jarnagin (*NAVSEA, NAVFAC*)
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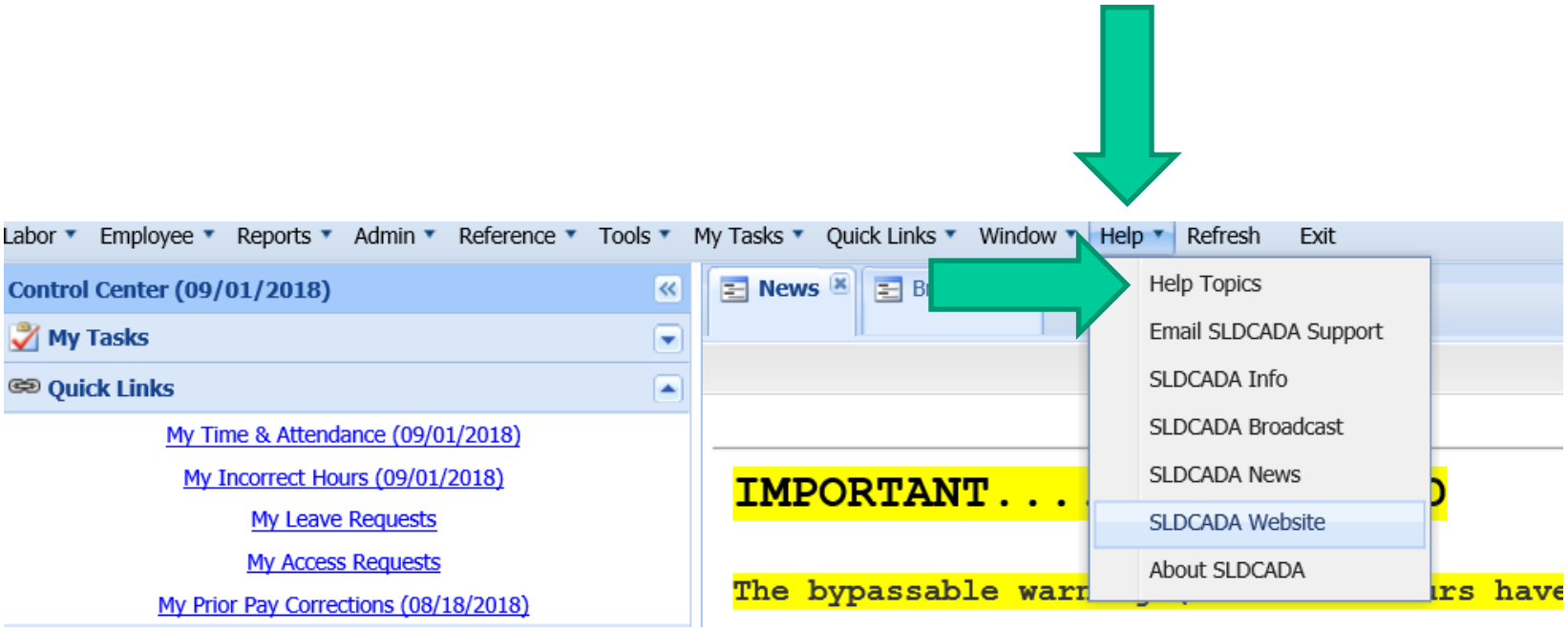
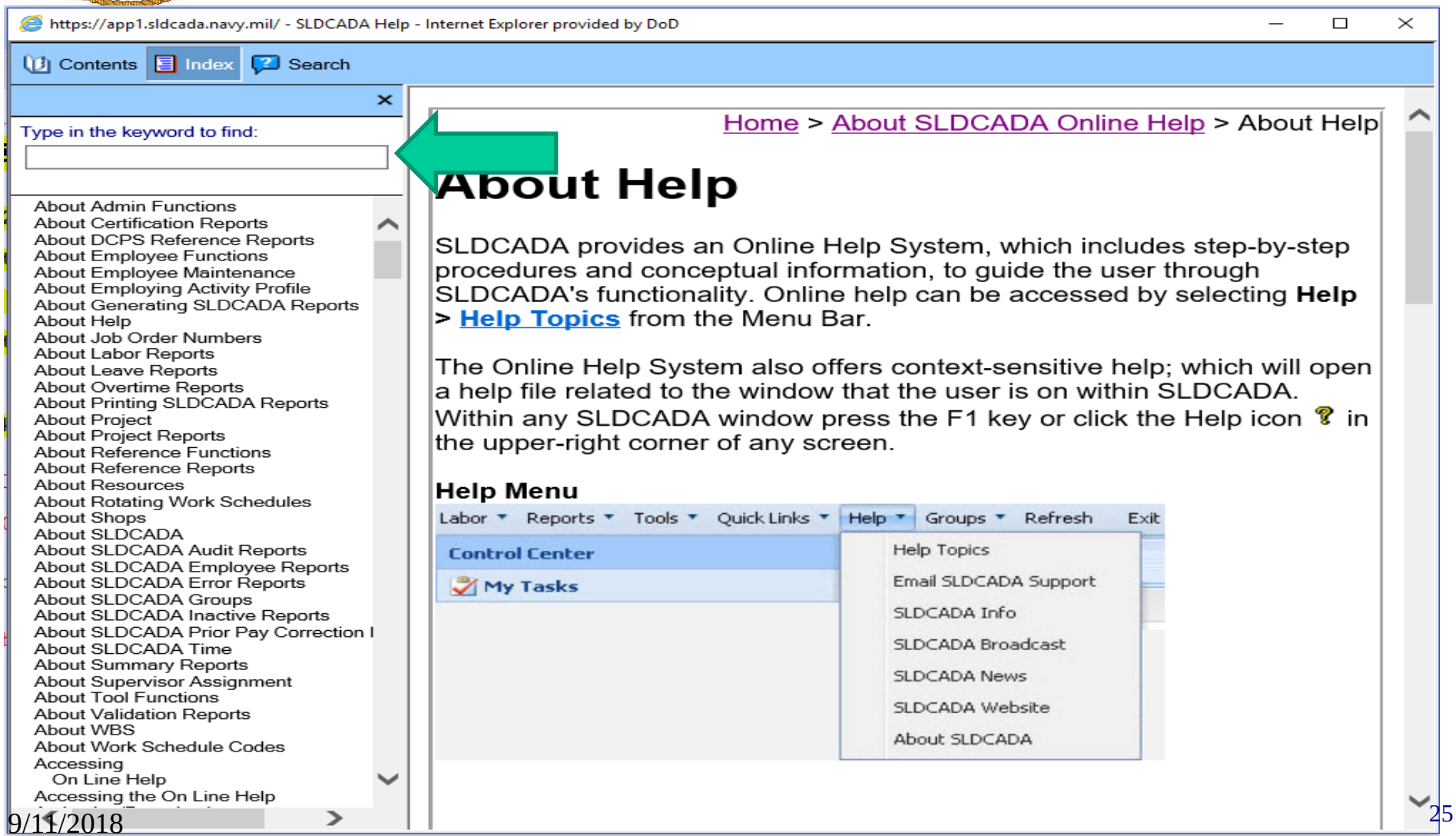
  brian.jarnagin@navy.mil

- Linda Helfrich
  717-605-2668
  linda.helfrich@navy.mil

Using "Help"


Labor
Employee
Reports
Admin
Reference
Tools
My Tasks
Quick Links
Window
Help
Refresh
Exit
Control Center (09/01/2018)
My Tasks
Quick Links
My Time & Attendance (09/01/2018)
My Incorrect Hours (09/01/2018)
My Leave Requests
My Access Requests
My Prior Pay Corrections (08/18/2018)
News
IMPORTANT . . .
The bypassable warn
Help Topics
Email SLDCADA Support
SLDCADA Info
SLDCADA Broadcast
SLDCADA News
SLDCADA Website
About SLDCADA

Help Index


https://app1.sldcada.navy.mil/ - SLDCADA Help - Internet Explorer provided by DoD
Contents
Index
Search
Type in the keyword to find:
About Admin Functions
About Certification Reports
About DCPS Reference Reports
About Employee Functions
About Employee Maintenance
About Employing Activity Profile
About Generating SLDCADA Reports
About Help
About Job Order Numbers
About Labor Reports
About Leave Reports
About Overtime Reports
About Printing SLDCADA Reports
About Project
About Project Reports
About Reference Functions
About Reference Reports
About Resources
About Rotating Work Schedules
About Shops
About SLDCADA
About SLDCADA Audit Reports
About SLDCADA Employee Reports
About SLDCADA Error Reports
About SLDCADA Groups
About SLDCADA Inactive Reports
About SLDCADA Prior Pay Correction I
About SLDCADA Time
About Summary Reports
About Supervisor Assignment
About Tool Functions
About Validation Reports
About WBS
About Work Schedule Codes
Accessing
On Line Help
Accessing the On Line Help
Home > About SLDCADA Online Help > About Help
About Help
SLDCADA provides an Online Help System, which includes step-by-step procedures and conceptual information, to guide the user through SLDCADA's functionality. Online help can be accessed by selecting Help > Help Topics from the Menu Bar.
The Online Help System also offers context-sensitive help; which will open a help file related to the window that the user is on within SLDCADA. Within any SLDCADA window press the F1 key or click the Help icon in the upper-right corner of any screen.
Help Menu
Labor
Reports
Tools
Quick Links
Help
Groups
Refresh
Exit
Control Center
My Tasks
Help Topics
Email SLDCADA Support
SLDCADA Info
SLDCADA Broadcast
SLDCADA News
SLDCADA Website
About SLDCADA

Helpful Information

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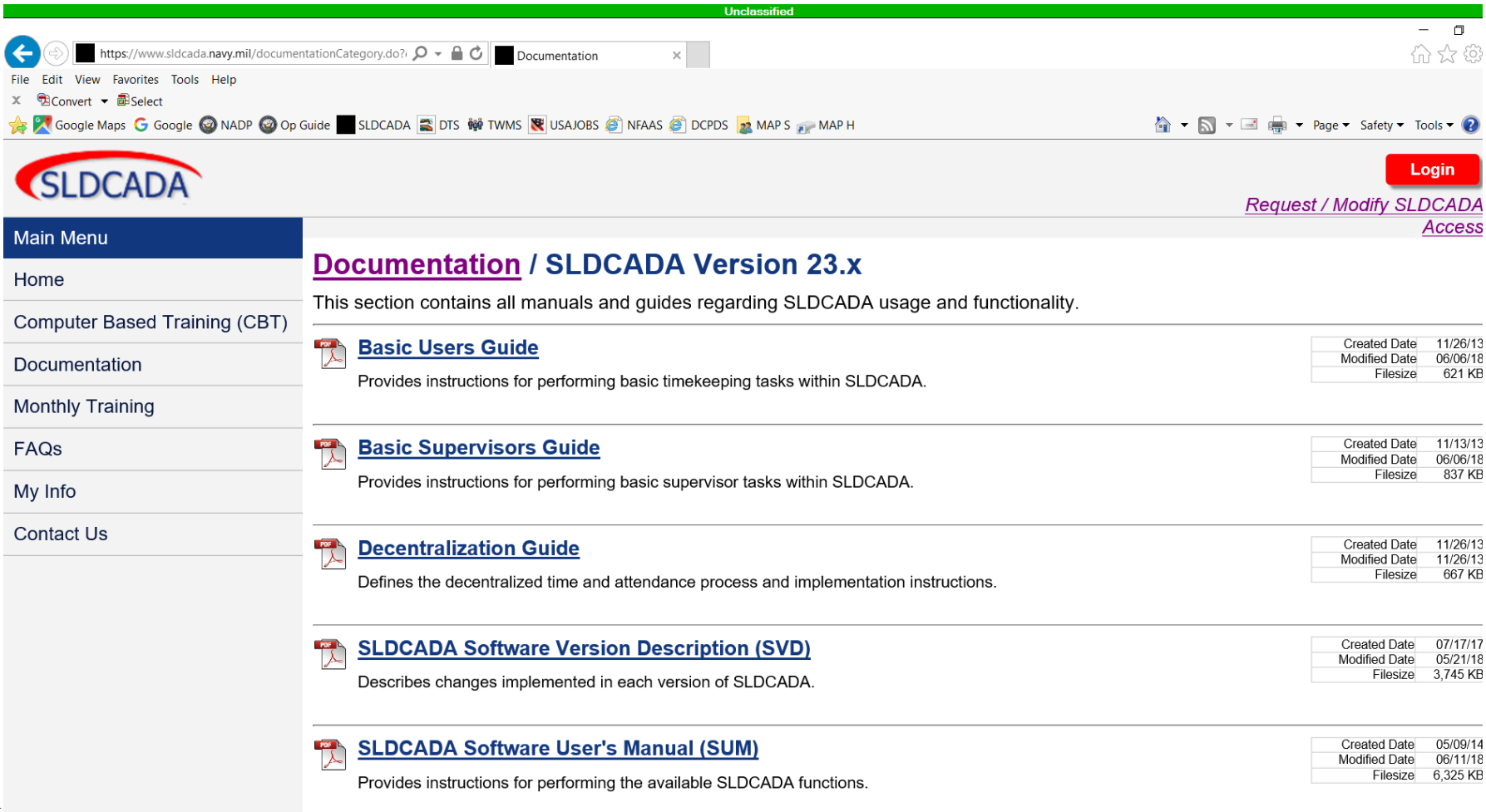
https://www.sldcada.navy.mil/home.do



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Questions??